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OC-M83- 823

MEMORANDUM FOR: Chief, Engineering Division, OC

INFO: Chief, Domestic Networks Division, OC
Chief, Management and Liaison Staff, OC
Chief, Communications Security Division, OC

FROM: [REDACTED]
Director of Communications

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SUBJECT: New Headquarters Building Communications Support

1. Please form a Headquarters Building Communications Support Project Team. The team should address the following issues immediately:

a. A project plan outline is essential. This outline should address the responsibilities of ED, DND and CSD in regard to new building communications and be developed in coordination with these divisions. The plan should encompass the move of Headquarters facilities, voice communications and support facilities, e.g., shops and wiring closets, as well as a local area network or distribution system.

b. Shift near term ED projects and budget responsibility for secure voice, transmission and distribution (grid) to the Metropolitan Group of DND. This will allow for reallocation of ED assets to the new building project.

c. Determine the amount of FY-84 funds required for contractor support for the new building project. Submit this information to the MLS as an unfunded requirement. Contract resources should be used whenever possible to relieve staff personnel for other duties.

d. Develop a coordination mechanism and working relationship with the New Building Project Office (NBPO) in the Office of Logistics which satisfies the NBPO's need for program information and oversight. An arrangement for involving the OC detailee to the NBPO in the OC project should be developed.

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e. Review the new building budget submission, resolve any ambiguities and prepare a program budget briefing by 31 September 1983.

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f. Determine if ODP participation on the OC Project Team is desirable. If desirable, prepare a memorandum to ODP requesting assignment of personnel.

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2. Information addressees will respond to ED requests for representatives to the Project Team and input tasking. It is expected that part-time participation will be sufficient at the offset but detailees may be required as the project progresses.

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Distribution:

Orig. - Addressee

1 - OC-DND

1 - OC-MLS

1 - OC-CSD

① - DD/CO Chrono

Orig: DD/CO, (12 Sep 83)

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